

APPLYING FOR A RENTAL PROPERTY WITH US IS EASY...

Looking and applying for properties can be stressful and time consuming. To make the application process quicker and easier for you we request that you help us by providing the following information WITH YOUR APPLICATION.

YOU MUST PROVIDE THE FOLLOWING OR ELSE YOUR APPLICATION WILL NOT BE PROCESSED!!!

- ✓ **EMPLOYMENT:** If you are employed please provide a copy of a minimum of 2 recent payslips.
- ✓ **SELF EMPLOYMENT** If you are self employed please provide a copy of your recent Tax Assessment.
- ✓ **CENTRELINK:** If you are currently receiving any government benefits (ie: Youth Allowance, Austudy or a single parenting income) you **MUST** provide your Income Statement from Centrelink confirming the amount you receive.
- ✓ **HOME OWNERS:** If you have no previous rental history through a Real Estate Agency, due to home ownership, please provide reference details for either an agent who has sold your property, details of mortgage repayments and/or rental income you will be receiving from this asset.
- ✓ **PETS:** If your application includes a pet, please provide written PET REFERENCES from the previous agency you rented with.
- ✓ **THE FORM:** Fill out the application form **IN FULL**; ensure that you have covered all sections. More information is better than not enough. Any incomplete applications will not be processed.
- ✓ **ID:** Along with your application, please **ensure** that you provide a copy of your Driver's License, Passport and 2 other forms of identification (these can include Medicare Card, Visa Card etc) 100 point id check is required.

Applications will take a minimum 48 hours to process, longer if we cannot contact all of your references, so please be patient and we will be in touch to advise you of the status of your application.

PLEASE NOTE: ACCEPTANCE OF YOUR OFFER TO LEASE

OPTION FEE: Office policy is not to request the \$50 option fee when submitting your application. Upon approval of your Offer to Lease you will be required to pay ALL ingoing monies in full and sign the lease agreement within 48 hours of acceptance.

ROSA CHIERA PTY LTD T/as My Property Link REBA Trust Account

Bank: ANZ Bank
Branch: Morley
BSB: 016-363
Account No: 2689 70665

Please contact our office should you require any further information or assistance completing your application form.